

EEOC Training Institute
Detroit Technical Assistance Program Seminar Agenda
June 21-22, 2004

Agenda Highlights: Our 2 day program offers valuable information for seasoned HR professionals, for supervisors and for those new to Human Resources. Each day we offer two plenary sessions and 4 different workshops. Look and see what we are offering and you will find there is much that will meet your EEO training needs.

Day 1 June 21, 2004

7:30 -8:00 a.m. **Registration**

8:00 - 8:15 a.m. **Welcome**

8:15 - 10:15 a.m. **Michigan Division of Civil Rights presents Diversity in the Workplace Plenary Session**

This workshop will provide conference participants with creative approaches on how to educate managers in both the public and private sector on the benefits of workforce diversity. Learn about the financial costs when diversity is not included in assessing an organization's future.

Hector Shamley and John Golaszewski, Michigan Department of Civil Rights

10:15- 10:30 a.m. **Break**

10:30 - 12:00 a.m. **Morning Workshops**

Workshop A: Legal Update:

Adele Rapport, Regional Attorney, EEOC Detroit District Office and *Laura Brodeur*, Attorney, Honigman, Miller, Schwartz and Cohn, LLP, will discuss recent developments in the federal and state anti-discrimination laws, including issues of harassment, pension benefits, retaliation and disability. Be kept up-to-date on the most recent legal decisions which may impact how you do business.

Workshop B: Basic Charge Processing:

What happens when someone files a charge of discrimination against your company? How is the charge processed, and how is the charge categorized under the Commission's Priority Charge Handling Procedures? Through use of a case study, obtain helpful information on how to prepare a position statement, how to respond to a Request for Information (RFI), and what to expect when the EEOC conducts an onsite review.

Peter Morelli, Enforcement Supervisor

Workshop C: Alternative Dispute Resolution Mock Mediation

This conflict resolution technique is being used with great success by the Equal Employment Opportunity Commission in Michigan and nationwide. Come and observe the EEOC's "Prime Time Players" as they work to resolve a charge of discrimination in a Mock Mediation.

EEOC's "Prime Time Players" are:

Eric Cholak, of Lange & Cholak P.C

Kathy Bogas, of Eisenberg & Bogas, P.C.

Jim Statham, Federal Mediation and Conciliation Services

Terry Miglio of Keller, Thoma, Schwarze, Schwarze, Dubay, and Katz P.C.

Mike Nowakowski, Federal Mediation and Conciliation Services

Patricia McNeil, ADR Mediator, will facilitate this workshop.

Workshop D: Concepts of Sexual Harassment:

Learn the basics of sexual harassment through discussion of workplace scenarios and the two Supreme Court rulings that changed employer liability standards. Find out about the Affirmative Defense an employer can present to limit or avoid liability. A discussion of the Supreme Court rulings regarding same-sex sexual harassment will also be included. An interactive video will be used for part of the training.

Stephanie Perkins, Senior Investigator

12:00 - 1:00 p.m. **Lunch**

1:00 - 2:30 p.m. **Repeat of Morning Workshops A- D**

2:30 - 2:45 p.m. **Break**

2:45 - 4:15 p.m. **Family Medical Leave Act (FMLA) - Plenary Session**

Is your company in compliance with the FMLA? Who is entitled to take FMLA leave? What should you do to safeguard the rights of an employee on FMLA? Obtain an overview of the FMLA and employer responsibilities. Specific areas covered are issues governing worker eligibility, employer notification requirements to workers on protected leave, the definition of a "serious health condition", and the use of "intermittent leave" for chronic conditions under the FMLA.

Nancy Bowlby, Senior Investigator, Department of Civil Rights, Wage and Hour Division

Day 2 - June 22, 2004

7:30 - 8:15 a.m. **Registration**

8:15 - 8:30 a.m. **Welcome**

8:30 - 12:00 noon **Building Successful Workplace Diversity Practices**
Presentation by Diversity Management Strategists, LLC.
Plenary Session



A diversified workforce has many legal, economic and social benefits. Not only does it help reduce civil rights claims and highlights the organization as an employer of choice, it directly and indirectly impacts the bottom line and gives organizations a key competitive edge. The major Tier 1 manufacturers are either mandating or strongly encouraging their Tier 2 suppliers to have a diversity plan in place in order to do business with them, so this is an opportune time to create or further develop your plan.

Skot B. Welch, Partner, has extensive expertise marketing with a particular emphasis on Multi-Cultural Marketing. He is an adjunct professor for Davenport University, Baker College, University of Phoenix and Cornerstone University facilitating in the areas of Diversity, Marketing, and Leadership Effectiveness.

Thomas C. Melcher, Partner, has over 18 years of experience in Quality Management and Engineering in the automotive, office furniture, aerospace, personal/home care products, and other industries.

12:00 - 1:00 p.m. **Lunch**

1:00 - 2:30 p.m. **Afternoon Workshops**

Workshop A: Sexual Harassment Prevention Strategies

This seminar will focus on advanced prevention strategies for human resources professionals and anyone else in your organization with responsibility for investigating claims of sexual harassment. These claims can have damaging effects on a business of any size so come learn what you can do to eliminate or limit workplace problems. This workshop will be co-presented by *Linda Sankovich*, EEOC Supervisory Investigator and *Gregory V. Murray*, a partner in Vercruysse, Murray and Calzone, a firm specializing in labor and employment law. Mr. Murray has over 25 years of experience in the areas of civil rights and discrimination litigation.

Workshop B: Q & A Mediation Program: Everything You Ever Wanted to Know about Mediation but Were Afraid to Ask.

Join the EEOC's *"Prime Time Players"* and *Kerry Bernard*, Michigan Department of Civil Rights for a question and answer session about mediation. Every question you ever had about mediation will be answered by this distinguished panel of experts. Come ready with all of your questions and doubts about mediation.

Workshop C: Advanced Investigations Techniques

Daron Calhoun, Senior Investigator and *Stanley H. Pitts*, Supervisory Trial Attorney will present this workshop and cover the following topics:

- ✓ Position Statements: The Good, the Bad and the Ugly
- ✓ On-Site Investigations: The Why and the When. What to expect.
- ✓ Evidence Evaluation: How all the evidence -- from on-sites, witness statements and documentary evidence-- is evaluated and reviewed.
- ✓ The PDI - The Cause Precursor: The pre-finding opportunity for Respondent to clarify or rebut the evidence.
- ✓ Cause Findings: It's Nothing Personal! An internal look at the review mechanisms that take a charge from investigation to cause.
- ✓ Litigation: What happens in the multi-step litigation recommendation process.

Workshop D: Accommodation Issues, Religious, Disability, Pregnancy

EEOC has seen a marked increase in these claims. This is your opportunity to ask your questions about reasonable accommodations. Discussion will include realistic scenarios and practical tips for handling accommodation requests from inception through decision and implementation.

Gail Cober, Enforcement Manager, and *Deborah Barno*, Administrative Law Judge